

COMMONWEALTH OF PUERTO RICO

SOUTHWEST LOCAL WORKFORCE DEVELOPMENT BOARD, INC.

CYBER PORTAL PUBLIC POLICY

Section 1. The Southwest Local Workforce Development Board, Inc. establishes Public Policy based on Public Law 113-128, which creates the Workforce Innovation and Opportunity Act, (WIOA), to establish the creation of the Southwest Local Board's Cyber Portal (www.aldis.org).

Section 2. Legal Base

Public Law 113-128 of July 22, 2014 - Workforce Innovation and Opportunity Act, Section 101(g) and Section 107(e).

Workforce Innovation and Opportunity Act (WIOA) Federal Regulations, 20 CFR Part VI, Section 679.390.

Administrative Bulletin No. OE-2014-64 dated December 22, 2014 to designate the Department of Economic Development and Commerce (DDEC hereinafter) as the depository, administrator, and fiscal watchdog of WIOA funds and to establish the State Workforce Investment Board.

"Training and Employment Guidance Letter" (TEGL), WIOA No. 15-16 dated January 17, 2017, regarding the competitive selection of One-Stop Management Center Operators.

"Training and Employment Guidance Letter" (TEGL), WIOA No. 35-10 dated June 16, 2011, on transparency and integrity of Workforce Investment Board decisions.

"Training and Employment Guidance Letter" (TEGL), WIOA No. 27-14 dated April 15, 2015, on State and Local Board members and functions as part of the transition.

Circular WIOA-03-2017 Public Policy and Requirements for Publicity, Transparency, Openness and Disclosure of Local Board Matters.

Section 3. Background

Section 101(g) and Section 107(e) of Federal Public Law 113-128 of July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA), establish the requirements for publicity, transparency, openness and disclosure of the affairs of the Local Boards. Accordingly, a Public Policy is established for the creation of the Southwest Local Workforce Development Board, Inc.'s Web Portal at www.aldis.org.

The Sunshine Provision incorporated by WIOA establishes minimum requirements for publicity of the acts of the Local Boards, as well as the information that must be accessible to the public electronically. It also requires that access to open meetings be made available upon request. The Sunshine Provision encourages States and recipients of WIOA funds to make documents, information and additional actions of Local Boards available electronically and easily accessible to the public.

Section 4. Objectives

Circular Letter WIOA-03-2017 seeks to promulgate the public policy that will govern the publicity, transparency, openness and disclosure of the affairs of the Local Boards as set forth in the basis of law. Local Boards must conduct their business with transparency and make as much information as possible accessible to the public electronically.

Section 5. Cyber Portal Requirements

For these purposes, the minimum requirements that must be met to be in compliance with WIOA are issued.

1. Local Boards are required by law to make available to the general public, periodically, through electronic methods (Cyber Portal) the following, without being understood as limiting:
 - a. Information related to the activities of the Local Board including, but not limited to:
 - i. Reports or studies commissioned or carried out by the Board itself.
 - ii. Official communications
 - iii. Announcements
 - iv. Employment Opportunities
 - v. Location and purpose of activities
 - vi. Efforts to attract participants
 - vii. Public Policy issued by the Local Board (Spanish and English)
 - viii. Procedures established by the Local Board
 - ix. Bylaws of the Board
 - x. Grievance Procedure
 - b. Information on the Local Plan prior to submission. This includes, but is not limited to:
 - i. Date of approval
 - ii. Modifications
 - iii. Most relevant aspects of the same
 - iv. Initiatives and services of general interest to participants and patrons.
 - v. Amendments to the Plan
 - c. Information on Local Board members, namely:
 - i. List of members
 - ii. Area or entities they represent.
 - iii. Affiliation with entities or associations
 - iv. Term of appointment and expiration date
 - v. Whether ex officio or private member.
 - d. Information on the designation of One Stop Operators, which includes:
 - i. Name of the natural or juridical person designated as "One Stop Operator".
 - ii. Local Areas covered
 - iii. Partners of the One Stop Center
 - iv. Physical address of the One Stop Center
 - v. Services offered by each partner and a detailed description of the services offered by each partner.
 - vi. Requirements and conditions for receiving services from each partner.
 - vii. Any surveys conducted by or for the One-Stop Management Center.
 - viii. Minutes of the Single Management Center Operator selection and certification meeting.
 - ix. Certification of the One-Stop Management Center Operator.
 - e. Information on the award of delegation of funds or contracts to eligible youth workforce investment providers.
 - i. Name of the natural or legal person to whom the delegation of funds or contract was awarded.
 - ii. Amount of the amount awarded.

- iii. Services for which the delegation of funds or contract was awarded.
 - iv. Information for those interested in participating in the services to be provided as a result of the grant of the delegation of funds or contract awarded.
 - v. Results of the services or activity for which the delegation of funds or contract was awarded.
- f. General information of the Board, as a minimum:
- i. Mission and Vision
 - ii. Schedule
 - iii. Contact Persons
 - iv. Physical address (include map) and mailing address
 - v. Telephone number(s)
 - vi. Contact person's e-mail address
- g. Press releases, activities and auction notices, among any other information of public interest.
2. The Local Board must make available to the general public, on a periodic basis, through electronic methods (cyber portal), any other information not listed herein that is deemed beneficial to potential participants. The Local Board must develop a web portal accessible to the general public with the information listed in A1.
3. The Board must establish the policy, procedures and internal responsibilities for the creation, maintenance and periodic updating of the Cyber Portal.
4. The Local Board shall make public the formal meetings (agendas and minutes) at which the official business of the Local Board is transacted. Excepted from this requirement are meetings at which items are discussed such as, but not limited to:
- a. Information the disclosure of which is prohibited by any statute.
 - b. Security matters
 - c. Matters related to internal personnel rules
 - d. Financial or commercial business information
 - e. Matters of confidential information obtained from an individual
 - f. Business or trade secrets
 - g. Discussion of information gathered for law enforcement agencies.
 - h. Confidential or privileged information
 - i. Information that its premature disclosure would prejudice the execution of any management or action.
 - j. When discussing matters that would directly prejudice the rights of an individual.
5. The Local Board must publish on the Cyber Portal one week in advance the date, time, place and topics to be discussed at the formal meeting so that any interested party may request access to the meeting.
6. The Local Board is required to provide minutes of its formal meetings upon request.

Section 6. Cyber Portal Requirements

The information on the Cyber Portal must be updated periodically.

1. The Local Board must design and establish its Cyber Portal, in accordance with the following requirements:

- a. Use innovative technology that simplifies the provision of services and access to information (design of the Cyber Portal in beta format, digitalization of forms that can be completed online, among others) such as:
 - i. Allows the sending of information on the page to other users.
 - ii. The design of the Cyber Portal should be worked in a responsive design ("Responsive Web Design") that allows the automatic adjustment of the programming of the page. This avoids the subsequent incurring of additional costs for mobile units and tablets.
 - iii. The Cyber Portal must contain a link that allows the automatic translation of the content of the same in the most widely spoken languages.
 - iv. The Cyber Portal must have the ability to recognize images ("Optical Character Recognition", OCR).
 - v. Contain help and information search mechanisms.
 - vi. The information must be in an orderly fashion, in an attractive, logical and useful format for the user.
 - vii. The background color of the page should be one that does not interfere with the content of the page.
 - viii. The Cyber Portal must have a register that allows the number of users to be identified.
 - ix. Contain icons named in a consistent and orderly manner so that the person interested in the information can have easy access to it.
 - x. The images and animations on the page shall use HTML format.
 - xi. The documents on the page should be in PDF format allowing them to be copied as text and not as images. In addition, they should be provided so that forms can be completed online.
- b. The Cyber Portal must be designed in compliance with Law No. 229-2003, better known as the "Law to Guarantee Access to Information for Persons with Disabilities".
- c. The Cyber Portal shall comply with Law 55-2012, better known as the "Puerto Rico Moral Copyright Law".
- d. The Cyber Portal shall contain an icon for access to all pertinent state and federal laws and regulations, as well as public policy, such as:
 - i. WIOA Federal Public Law in PDF, printable version.
 - ii. Local Plan in PDF, printable version.
 - iii. Regional Plan in PDF, printable version.
- e. The adopted Cyber Portal must be branded "American Job Center," a brand that unifies and identifies job development services. "American Job Center" is the name that shall identify the One-Stop Centers. In addition, it shall have the logo of the Local Board.

Supporting Documents: Circular Letter WIOA-03-2017.

Section 7. This Public Policy will become effective immediately upon approval by the Local Board.

In San Germán, Puerto Rico, today, June 7, 2019.

A handwritten signature in blue ink, appearing to read 'RA', is written over a horizontal line.

Roque Abad Ramírez, Presidente Junta Local WDB